

Arts Conservatory for Teens

Education | Empowerment | Enrichment

WHAT INSPIRES YOU?



SCOPE OF WORK

Character Essentials: Character Development Through Arts Education

ACT agrees to:

1. Provide professional training in the arts with a focus on building character that improves students: (a) respect for themselves and others; (b) interpersonal and intrapersonal skills; (c) conflict resolution skills; (d) understanding of the value and benefits of good character traits; (e) reduction in student behavioral anomalies; and (f) exposure to arts and culture.
2. Provide introductory workshop class curricula to 100 students at John Hopkins Middle School and 100 students at Tyrone Middle School in:
 - Dance (modern and hip hop)
 - Chorus (pop and musical theater)
 - Video production
 - Theater (improvisation)
 - Visual Arts (drawing, painting, photography)
3. Provide one (1) hour workshop classes from 8am-9am at Johns Hopkins Middle School (3-days per week) and Tyrone Middle School (2-days per week) from 7:45 a.m.-9:15 a.m..
4. Coordinate project focused workshop class and quarterly student showcases, exhibits, and/or demonstration of skills.
5. Provide professional instructors who have appropriate credentials and cleared background checks. ACT agrees to supply curriculum and provide equipment/supplies in program areas for the benefit of the program participants.
6. Be responsible for recruiting and assigning students to the appropriate art workshop class.
7. Provide all appropriate and required registration forms, documentation and data for each workshop class, use appropriate registration forms, attendance rosters, and provide other information necessary to meet Florida Statutes and Board Rules.
8. Arrange a program orientation session for faculty and administrators to promote awareness, support, and synergies for ACT and the Character Essentials program.
9. Provide written assurance to the Board that (1) the ACT does not unlawfully discriminate against its participants basis on race, color, national origin, sex, sexual orientation, age, disability; and (2) arts workshop classes will be offered and conducted for its membership free of such discrimination. Such written assurance shall be submitted to the Board each term to comply with Section 504 of the Rehabilitation ACT of 1973.
10. Allow the Board to recommend students for the ACT Character Essentials Program.
11. Comply, at its' own cost, with the Florida Jessica Lunsford ACT.

The Board agrees to:

1. Provide a liaison to coordinate the activities of the Character Essentials program between ACT and the Board.
2. Provide classroom facilities (including computer lab, theater/auditorium, etc.), storage space, offices, and office equipment.
3. Furnish required forms and letters necessary to support the Character Essentials program.
4. Compensate ACT at the maximum rate of \$33,750.00 or \$168.75 per student if less than 200 students served per 9-week cycle for a total amount compensated per year not to exceed \$135,000 (one hundred and thirty-five thousand dollars). This total annual amount of \$135,000 is inclusive of all services, supplies, and equipment. The amount compensated to ACT is to fund instructors' salaries; classroom instructions; ACT Coordinators' salaries; instructional materials and supplies; and other program costs to include, but not limited to equipment repair, equipment upgrade and replacement, administrative costs, travel expenses, and expenses to attend professional meetings. No additional monies, other than those described in paragraph 3, shall be provided to ACT to replenish supplies.
5. Compensate ACT within 10 days of the actual date of commencement of program's 9-week cycle. Payment for the year will be made in four installments in the following schedule: (first payment, September 16, 2016; second payment, November 18, 2016; third payment, February 3, 2017; and fourth payment, April 14, 2017) to compensate ACT and to allow for program activation expenses.
6. Authorize ACT to maintain the official records and files, as required by the Board.
7. If the maximum student count exceeds 200, no additional reimbursement will occur.

Both Parties agree that:

1. The responsibility for a day-to-day coordination and supervision of this educational program shall be vested with ACT.
2. Through their designated representatives, both parties shall collaborate in the development of policies and operation procedures for efficient management and operation of this program.
3. Both Parties will perform their obligations hereunder in accordance with all applicable federal, state, and local laws.
4. No amendment to this agreement shall be valid or enforced unless submitted in writing and executed by a duly authorized representative of both parties executing and entering into this agreement.
5. This agreement is for a one (1) year period and shall commence on September 5, 2016, and shall terminate on July 31, 2017. Either party may cancel this agreement with a ninety (90) day written notice to the other party. The compensation paid hereunder may be annually reviewed by both parties each year and any adjustments must be made in a written and approved amendment to this agreement.
6. It is further understood that all equipment, supplies and materials purchased by ACT under this agreement shall remain the property of ACT. In the event that ACT relocated their program to another facility or institution, the classrooms must be restored to their original state.
7. To ensure that ACT is offering and reporting program related instruction and coordination activities in accordance with prescribed programs review standards, the following provisions will be met:
 - a. The classroom related instruction and showcases/demonstration of skills are reported to the Board.
 - b. The capability exists in the instructional setting to accomplish the Character Essentials program objectives as evidenced by adequate facilities, equipment, supplies, and instructional materials.
 - c. The records are available, documenting coordination of related instruction.

- d. The administration of the “Character Essentials” program and the general welfare of the students is the responsibility of ACT.
- 8. Any Board recommendations mandated for operations or funding of the Character Essentials program will be reviewed and incorporated as necessary.
- 9. ACT and the Board will work in good faith and make a collaborative effort to develop strategies and proposals to pursue and secure a mutually beneficial funding formula/mechanism for the Character Essentials program.